

COMMISSIONER OF COMPUTER INFORMATION SYSTEMS

DISTINGUISHING FEATURES OF THE CLASS:

This position involves technical and supervisory responsibilities, including total responsibility for the operation of a growing Data Processing Center. The Commissioner will report directly to the County Executive. The incumbent must have wide knowledge not only of data processing equipment and functions, but also the needs of all governmental agencies and the equipment which can fulfill the needs of the users. Supervision is exercised over the work of all personnel in the Data Processing Center. Standards and procedures will be established for the development of and use of common data bases and the Commissioner will exercise control over all analysts and programmers regardless of departmental affiliation where use of hardware and data base manipulation is concerned.

TYPICAL WORK ACTIVITIES:

1. Directs and coordinates planning and production activities and establishes policies of the data processing division;
2. Participates in the development and implementation of County-wide data processing policies;
3. Confers with representatives of County departments to determine possible efficient application of electronic data processing to their operations;
4. Directs the development of improved methods and procedures in utilizing data processing, and establishes work standards;
5. Analyzes division activities and potential activities in terms of cost and time involved to determine practicality of the use of data processing equipment and personnel;
6. Directs workers through training in machine methods, work assignments, inspecting work in progress, and evaluating performance;
7. Directs and reviews project feasibility studies;
8. Revises computer operation schedule to introduce new program testing and operating runs;
9. Meets with vendors and discusses proposals for new equipment, and makes studies of proposed new equipment;
10. Directs the requisitioning of supplies and equipment, maintenance of inventory records and activity reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

A thorough knowledge of the administrative procedures and methods of modifying and adapting them for implementation on electronic data processing systems; a thorough understanding of a full range of programming language including the applicability of assemblers and high level programming languages of an administrative and scientific nature. Knowledge of and experience with operating system; knowledge of business methods and procedures including accounting and financial controls; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a recognized college or university with a Masters Degree and at least five (5) years of progressively responsible experience supervising data processing operations;
- OR: (B) Graduation from a recognized college or university with a Bachelors Degree and seven (7) years of progressively responsible experience supervising data processing operations;
- OR: (C) An equivalent combination of training and experience.

DP0101

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